

Municipal Services Commission
Monthly Meeting
August 25, 2020 – 4:00 p.m.

The meeting was called to order at 4:00 p.m. virtually with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President
Daniel F. Knox, Commissioner
Dr. Allen Hansen, Commissioner
Pamela A. Patone, Secretary

Staff in Attendance: Tara French, Manager, Accounting & Customer Service Department; Mary Jane Stubbs, Manager, Treasurer & Human Resource Department; Jay Guyer, Manager, Water Department; Art Granger, Supervisor, Electric Department

Also in Attendance: Timothy Sawyer and Joseph Manfre, Barbacane, Thornton and Company, LLC.

2019/2020 Audit Results – Timothy Sawyer and Joseph Manfre with Barbacane, Thornton and Company, LLC., presented the Commissioners and Management team with the audit results (04/01/2019 - 03/31/2020). The results show the audit opinion to be an unqualified opinion on financial statements. Internal controls related to payroll transactions this year – tests found zero exceptions. Controls are operating as designed. The audit did not show any weakness in operations. Secretary Patone commented as reminder the presentation is GAAP basis financial presentation not cash, noting information that effect City Appropriations, salaries and benefits. Commissioners had no questions regarding audit results.

Presentation concluded Mr. Sawyer and Mr. Manfre exited meeting.

Minutes – A motion was made and seconded to approve the minutes for the July 23, 2020 meeting. The motion was approved.

Treasurer's Report – Ms. Stubbs reporting

Ms. Stubbs reported total cash paid \$1,019,611.01. A total operating cash balance of \$2,251,455.21. PNC escrow and meter deposit total in the amount of \$728,380.03. Total cash balance of \$2,979,835.24. Total investments are \$1,280,746.08. Ms. Stubbs noted a correction on investments PGIM Yield since inception should be 5.80%. The attached accounts payable check register was reviewed. President Sippel inquired about the purchase of laptops. A discussion ensued stating laptops were purchased in April using the Visa card and has already been reviewed. Commissioner Hansen inquired if we received guidance about social security withholdings potential changes, a discussion ensued.

A motion was made and seconded to approve the disbursements as presented. The motion was approved.

Accounting and Customer Service Department Report– Ms. French reporting
(See attached report.)

Commissioners Knox and Hansen inquired about Grant Budget and Capitalized Labor Budget. A discussion ensued.

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Electric Department Report – Mr. Granger reporting

(See attached report.)

Secretary Patone passed along a thank you from the electric utility superintendent from the City of Dover and a personal note from Donna Mitchell, the city manager, for our team contribution. Commissioner Hansen also thanked the electric department for their quick response on the Read House outage.

Water Report – Mr. Guyer reporting

(See attached report.)

Secretary Patone announced a new attendee to the meeting, Mr. Philip Gross. President Sippel approved Mr. Gross to address the commission out of order of the agenda. Mr. Gross thanked the commission for holding the meeting and hopes to be an active participant going forward.

Ms. French, Ms. Stubbs, Mr. Guyer, and Mr. Granger were thanked and excused from the meeting.

Secretary's Report – Secretary Patone reporting

DEMEC– Secretary Patone states the regular DEMEC meeting scheduled for August 18, 2020 was rescheduled for August 17, 2020. The reason for the reschedule is because most of the Municipalities participate in meetings with the governor on Tuesdays causing a challenge for DEMEC meetings. During the August 17 meeting under appointments there was a discussion regarding the treasurer's position being vacant. President McCullar had suggested and the finance committee consider the chair of the finance committee also be the treasurer. Finance committee meeting was held August 18, 2020. The finance committee agreed the chair of finance to be treasurer and to not have the position rotate. The finance committee will be making a recommendation to the board that the chair of finance be the treasurer. Secretary Patone was asked and accepted the recommendation to continue on as the chair of finance as opposed to making the transition in September. The recommendation still needs to go to the board for approval effective in September. The inventory policy for accounting that was being reviewed will also go to the board for approval. In the board meeting discussion President McCullar reviewed the generation between Fremont and Beasley both up approximately 1.5% in production compared to last year in July and June, the president believes this trend will continue through August. DEMEC staff reported they are continuing to work on the strategic plan with the final meeting being held on September 11, with board members and staff to review goals going forward. DEMEC staff is in the early stages of investigating properties for a potential joint training yard for all municipalities to be able to send electric utility personnel for training. DEMEC staff presented findings regarding electric vehicle charging stations research done for New Castle and sharing with other municipalities to aid in vendors to utilize. The DEMEC annual meeting will be held virtually via Zoom on September 09, 2020. Tim Blodgett of Hometown Connection and President McCullar will be presenting.

Old Business

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Electric Vehicles Charging Station– Secretary Patone states as discussed last month it was decided this would be better served by the planning commission taking next steps. With permission would like to remove this item from the agenda until further notice. Dr. Hansen inquired if Secretary Patone has spoken to anyone in the planning commission directly, Secretary Patone stated she reached out to Mayor Quaranta to see how he would like her to assist or if he would like her or DEMEC to be in attendance of the next meeting. Secretary Patone has not received a response at this time. Dr. Hansen asks if any other customers have taken advantage of the incentive program, Secretary Patone only 1 customer.

Feasibility Study– Secretary Patone reports on the August 17 special meeting held by city council. City council president Linda Ratchford wanted to thank the commission for attending the presentation by GMB. It has been suggested the possibility of another combined meeting to allow for questions from both groups after they have had time to review the presentation.

City of New Castle Continuity Operations Plan– Secretary Patone participated in July 28 workshop with staff of New Castle City and the fire chief. Reviewed the open items regarding the continuity plan and were able to provide answers. Secretary Patone proposes removing this item from the agenda as all information has been provided that was requested.

Financial Report Presentation and Timing– Secretary Patone and Ms. French reviewed discussion from last meeting regarding the desire for monthly reports to continue as well as deeper analysis on a quarterly basis. Ms. French summarized how we would present on a monthly and quarterly basis and did so accordingly in this evening's presentation. Secretary Patone proposes taking this item off the agenda and thanked the commission for the conversation stating it gave clarity to the commission expectations.

New Business

DEMEC COVID Relief Payments– Secretary Patone reported DEMEC voted at the July board meeting to provide \$250,000.00 of COVID relief to DEMEC member customers. The percent of the relief to the MSC was \$15,000.00. The MSC promptly sent the payment to the Salvation Army to be disbursed to our customers. Commissioner Hansen inquired about the \$5,000.00 that was sent in April has already been disbursed. Secretary Patone confirmed those funds have been disbursed. Commissioner Knox inquired if we get a monthly report from Salvation Army. Secretary Patone confirmed we do receive a report and reconcile monthly. A discussion ensued regarding who determines the allocation of the fund. Secretary Patone states it is most appropriate for the Salvation Army to determine the allocation of the fund to keep privacy of our customer's financials.

DEMEC Solar Project AMP– Secretary Patone reported each year all DEMEC members and DEMEC are required to represent the proceeds from their share of the solar project are for government purposes and that DEMEC and members have not entered into any output contracts from that solar project that would result in private use of the proceeds. These were municipal bonds issued in order to secure the solar AMP project. Attorney Dan McCollum has reviewed the contract and President Sippel will sign so that it can be turned in to DEMEC.

Capital Budget Items – Secretary Patone stated due to COVID there were thoughts of pausing some capital items as financials are being reviewed to determine the impact of COVID. Monthly financials continue to report the decline in revenues and the potential collection issues when it comes to receivables. Fortunately

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revenues were not impacted as much as anticipated and would like approval to continue with the approved capital budget without delay.

A motion was made and seconded to approve moving forward with the Capital Budget. The motion was approved.

A motion was made and seconded to enter executive session at 5:31 p.m.


Commissioners returned to general session at 5:56 p.m.

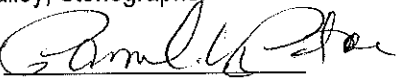
Next Meeting

Commissioners set the next monthly Board meeting to be September 17, 2020 4 p.m.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 5:57 p.m.


Patricia Malloy, Stenographer

Approved: 
(Minutes transcribed from recording)

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

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Accounting & Customer Service Department Meeting Report

August 25, 2020

Prepared By: Tara French on August 18 , 2020

- **Billing / Customer Service**

The CSD continues to prepare consumption reports for analysis in usage changes that may have resulted from the COVID-19 pandemic.

The CSD prepared monthly billing to customers and continues to assist over the phone and by email. The CSD began receiving customers by appointment to assist with cash payments. An account was identified through a zero consumption report to have a significant underbilling due to a meter programming error.

The CSD has been assisting customers with payment plans on past due accounts following the Governor's 23rd modification to the State of Emergency for those affected by COVID-19.

DEMEC donated funds to its member communities for COVID customer relief. MSC has distributed these funds to its current customer assistance fund at the New Castle Cares Fund.

- **Accounting**

Accounting has submitted supporting documents to the County for reimbursement for COVID-19 expenses through the CARES Act. We are also working with DEMA/FEMA for reimbursement of expenses that may not be reimbursed through the CARES Act.

Accounting has prepared the Quarterly Financial Statements for the three months ended June 30, 2020 and 2019.

Accounting has prepared the Quarterly review of the Capital Budget vs Actual for the three months ended June 30, 2020 and 2019. Note that the Master Campus Feasibility Study will be overbudget by \$1,000 due to the photo realistic renderings which was an upgrade.

Accounting provided the Commission the Summit Financial Quarterly Investment Review at June 30, 2020.

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Accounting & Customer Service Department Meeting Report

August 25, 2020

Prepared By: Tara French on August 18 , 2020

Accounting provided the July 31, 2020 Monthly Budget Report by Group Summary by Department and in Total and Investment Performance by Security and Portfolio Holdings by Account at July 31, 2020. This will be provided on a monthly basis.

ACSM French has been working with Summit Financial to provide the yield since inception and price per share on each investment which has not been provided in the past. The yield since inception has been updated on the Treasurer's report and are reflected in the reports provided by Summit. Accounting is working on reconciling with Summit but has not noted any concerns.

Accounting reviewed the operating budget vs actual through July 31, 2020. The following line items were noted:

1. As previously discussed, the Pension expense accounts are expected to be overbudget for the year due to last year's funding not being increased timely.
2. Bad debt expense is overbudget due to the increase in accounts receivable as a result of the pandemic.
3. R&M Hydrants and Hydrant Valves are overbudget for the year due to unexpected repairs from the Spring Hydrant Flushing and a hydrant moved at Carrie Downie. The Water Department will reevaluate other budget line items and defer expenses. The operating expenses are not expected to be overbudget for the fiscal year.

MUNICIPAL SERVICES COMMISSION
(A Component Unit of the City of New Castle)
STATEMENTS OF NET POSITION
June 30, 2020 AND May 31, 2020

	June 2020	May 2020
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 2,056,924	\$ 2,124,001
Investments	1,265,795	1,239,259
Accounts receivable, net	784,377	733,779
Grants receivable	(2,000)	(2,000)
Dividends receivable	64	106
Other receivables	20,478	26,432
Inventory	761,447	762,410
Prepaid expenses	105,057	110,227
Total Current Assets	<u>4,992,142</u>	<u>4,994,214</u>
Restricted Assets:		
Cash and cash equivalents - restricted	\$ 746,650	\$ 747,674
Noncurrent Assets:		
Land	45,386	45,386
Construction-in-progress	624,971	710,517
Property, plant and equipment	24,865,908	24,786,808
Less: Accumulated depreciation	(13,816,925)	(13,753,041)
Total Noncurrent Assets	<u>11,730,340</u>	<u>11,789,670</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows - pension	536,237	536,237
Deferred outflows - regulatory accounting	2,818,853	2,818,853
Total Deferred Outflows	<u>3,355,090</u>	<u>3,355,090</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 20,833,222</u>	<u>\$ 20,886,548</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION		
LIABILITIES		
Current Liabilities:		
Accounts payable	\$ 611,090	\$ 548,542
Accrued expenses	18,234	1,376
Payroll withholdings payable	20,665	(104)
Accrued wages	-	110,281
Accrued appropriations	23,962	23,962
Developer deposits	858	858
Other liabilities	682,829	684,935
Total Current Liabilities	<u>1,357,578</u>	<u>1,369,870</u>
Noncurrent Liabilities:		
Escrow deposits	4,492	4,493
Customer deposits	742,167	743,081
Accrued compensated absences	426,306	421,356
Net pension liability	1,498,337	1,498,337
Total Noncurrent Liabilities	<u>2,671,292</u>	<u>2,667,267</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows - pension	128,335	128,335
NET POSITION		
Net investment in capital assets	11,730,340	11,789,670
Unrestricted	5,611,426	5,618,341
TOTAL NET POSITION	<u>17,350,766</u>	<u>17,408,011</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	<u>\$ 20,833,222</u>	<u>\$ 20,886,548</u>

The accompanying notes are an integral part of these financial statements.

MUNICIPAL SERVICES COMMISSION
(A Component Unit of the City of New Castle)
COMBINING SCHEDULES OF REVENUES AND EXPENSES BY DEPARTMENT
FOR THE THREE MONTHS ENDING JUNE 30, 2020 AND 2019

	Water Department		Electric Department		Total
	2020	2019	2020	2019	
OPERATING REVENUES:					
User charges	463,188	484,461	1,970,052	2,097,489	2,433,240
City service charges	4,785	4,785	10,570	11,486	15,355
Free service	1,007	1,688	9,871	10,237	10,878
Miscellaneous	2,828	2,495	4,719	5,104	7,547
TOTAL OPERATING REVENUES	471,808	493,399	1,995,212	2,124,396	2,487,020
LESS: Free service	(705)	(840)	(1,036)	(1,026)	(1,741)
NET OPERATING REVENUES	471,103	492,559	1,994,176	2,123,370	2,465,279
PURCHASE OF POWER AND WATER	(6,709)	(4,101)	(1,438,342)	(1,529,438)	(1,445,051)
OPERATING EXPENSES	(374,740)	(376,762)	(318,361)	(328,660)	(593,101)
GENERAL AND ADMINISTRATIVE EXPENSES	(103,506)	(121,356)	(171,128)	(192,004)	(274,634)
OPERATING INCOME	(13,852)	(9,662)	66,345	73,208	52,493
Capitalized Labor	4,150	19,505	9,437	30,962	13,587
Capitalized Equipment	2,484	4,570	5,277	1,905	7,761
OPERATING INCOME AFTER CAPITALIZED ITEMS	(7,218)	14,413	81,059	106,075	73,841
NONOPERATING REVENUES (EXPENSES):					
Investment income	1,337	1,628	7,859	9,807	9,196
Investment expense	(102)	(97)	(576)	(549)	(578)
Grant income	(4,212)	-	(5,147)	-	(9,359)
Grant expense	-	-	-	-	-
Private developer contributions	3,669	-	20,790	-	24,459
Realized Gain(Loss) on Sale of Investments	(533)	(89)	(1,652)	(193)	(2,185)
Realized Gain(Loss) on Sale of Assets	(29,497)	(26,214)	(135,925)	(142,124)	(163,338)
Other Expense	(6,384)	(6,506)	-	(163)	(6,506)
Appropriations to the Mayor and Council of New Castle	(1,569)	-	(2,507)	-	(4,076)
Ordinary	5,065	3,245	28,706	18,394	33,771
City services	-	-	-	-	-
Special	-	-	-	-	-
Unrealized Gains/(Losses) on investments	(32,226)	(26,382)	(88,452)	(113,978)	(139,760)
TOTAL NONOPERATING REVENUES (EXPENSES)	\$ (39,444)	\$ (11,969)	\$ (7,393)	(7,308)	\$ (46,837)
CHANGE IN NET POSITION					\$ (19,272)

MUNICIPAL SERVICES COMMISSION
(A Component Unit of the City of New Castle)
COMBINING SCHEDULES OF OPERATING EXPENSES BY DEPARTMENT
FOR THE THREE MONTHS ENDING JUNE 30, 2020 AND 2019

	Water Department		Electric Department		Total	
	2020	2019	2020	2019	2020	2019
OPERATING EXPENSES:						
Clothing allowance	\$ 677	\$ 713	\$ 1,939	\$ -	\$ 2,616	\$ 713
Computer expense	2,298	2,737	2,766	3,346	5,064	6,083
Depreciation:						
Plant and equipment	94,481	89,605	52,862	50,155	147,343	139,760
Trucks and autos	4,614	5,257	18,630	18,552	23,244	23,809
Employee benefits	32,201	31,994	35,480	37,184	67,681	69,178
Engineering fees	-	-	-	-	-	-
Equipment rental	68	97	83	119	151	216
Insurance	15,140	14,663	12,420	11,806	27,560	26,469
Payroll taxes	10,956	11,577	11,290	12,731	22,246	24,306
Pension expense	23,252	19,284	21,900	17,939	45,152	37,223
Plant materials and supplies	875	563	343	1,122	1,218	1,685
Professional Fees	-	1,067	-	352	-	1,419
Repairs and maintenance:						
Buildings and grounds	1,687	1,475	675	590	2,362	2,065
Hydrants, mains, and valves	808	718	-	-	808	718
Lines and poles	-	-	485	2,603	485	2,603
Meters and services	1,079	1,425	682	(2,705)	1,761	(1,280)
Pumping stations	3,217	4,780	-	-	3,217	4,780
Street lights	-	-	205	442	205	442
Substations	-	-	5	1,324	5	1,324
Storm Damage	-	-	37	-	37	-
System Maintenance	-	-	-	-	-	-
Salaries and wages	161,598	160,976	151,592	163,545	313,190	324,521
Safety expense	-	16	351	20	351	35
Sampling and testing	-	915	-	170	-	1,085
Security	-	-	127	217	127	217
Seminars/Training	100	299	172	86	272	385
Tools & Equip Supplies	966	6,140	2,233	4,206	3,199	10,346
Truck expense	2,551	3,349	2,133	2,771	4,684	6,120
Utilities	6,494	6,734	1,951	2,085	8,445	8,819
Water Treatment Supplies	11,678	12,378	-	-	11,678	12,378
TOTAL OPERATING EXPENSES	\$ 374,740	\$ 376,762	\$ 318,361	\$ 328,660	\$ 693,101	\$ 705,422

MUNICIPAL SERVICES COMMISSION
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COMBINING SCHEDULES OF GENERAL AND ADMINISTRATIVE EXPENSES BY DEPARTMENT
FOR THE THREE MONTHS ENDING JUNE 30, 2020 AND 2019

	Water Department		Electric Department		Total	
	2020	2019	2020	2019	2020	2019
GENERAL AND ADMINISTRATIVE EXPENSES:						
Administrative	\$ 4,542	\$ 4,862	10,513	6,518	\$ 15,055	\$ 11,380
Bad debts	-	4	4,509	8,243	4,509	8,247
Clothing	-	-	-	-	-	-
Computer expense	4,873	4,174	5,956	5,102	10,829	9,276
Depreciation - furniture and fixtures	4,263	4,263	7,036	7,334	11,299	11,597
Dues and subscriptions	744	2,178	909	1,316	1,653	3,494
Employee benefits	9,095	9,992	13,681	14,691	22,776	24,683
Insurance	3,883	3,629	4,357	4,046	8,240	7,675
Key Accounts	-	42	-	51	-	93
Office salaries	49,395	55,667	88,866	92,837	133,261	148,504
Office supplies	3,318	4,402	5,013	6,763	8,331	11,165
Payroll taxes	3,434	3,979	5,976	6,741	9,410	10,720
Pension expense	6,625	5,938	19,097	11,350	19,722	17,286
Professional fees	8,153	9,165	9,631	11,047	18,034	20,213
Repairs and maintenance - equipment/building/grounds	1,884	831	2,303	1,076	4,167	1,957
Security system	499	585	610	715	1,109	1,300
Telephone	1,909	11,201	2,334	13,691	4,243	24,892
Training - administrative	645	140	789	170	1,434	310
Utilities and other expenses	244	257	298	313	542	570
TOTAL GENERAL AND ADMINISTRATIVE EXPENSES	\$ 103,506	\$ 121,368	\$ 171,128	\$ 192,004	\$ 274,834	\$ 313,362

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ELECTRIC DEPARTMENT COMMISSION REPORT

August 25, 2020

Prepared by Scott Blomquist on August 19, 2020

1. Developer Projects:

a. Sheriffs House:

- I. There is nothing to update on this project.

b. Read House:

- I. There is nothing to update on this project.

c. Fibertech/Crown Castle:

- I. This project is complete.

d. 200 - 210 W 9th St (even only).

- I. Cirillo Brothers installed conduit and junction boxes for this project.

e. Third Street Parking Lot:

- I. Cirillo Brothers has brought the site down to grade and is installing curbs.
- II. We received the bolts for the lights for this project. The lights for this project have shipped.

2. Capital Projects:

a. Van Dyke Village:

- I. Most of the customers on Stuyvesant have been converted to the underground. The Electric crew is currently removing house drops. We will be taking a break from this project to work on Delaware St.

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ELECTRIC DEPARTMENT COMMISSION REPORT

August 25, 2020

Prepared by Scott Blomquist on August 19, 2020

b. Delaware Street:

- I. A majority of our materials are onsite for this project. Manager Blomquist and Supervisor Granger will be walking through the project on 8/20 with the Electric Crew. We will get a plan put together for conversion and removal of the aerial electric.
- II. General Manager Patone and Manager Blomquist met with the customer at 117 Delaware after they expressed concerns about the light location. It was agreed that the light could be moved several feet and the customer would be satisfied and it would still work within our spacing guidelines. While the electric crew is onsite they will perform this work.
- III. Comcast and Verizon have been installing wiring in preparation for conversion.

3. Operations:

a. Outages :

- I. We had 1 outage over the last month.
 - i. On June 28th we had an outage that affected The Read House. The outage was caused by a squirrel and lasted 20 minutes.
- II. 08/01/2019 – 08/01/2020

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
11.77	0.096	122.4	99.99

SAIDI - is the average outage duration for each customer served.

SAIFI - is the average number of interruptions that a customer would experience.

CAIDI - gives the average outage duration that any given customer would experience.

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ASAI - is the Average Service Availability Index.

4. Repairs and Maintenance:

a. Wilmington Road Substation:

- I. The Electric Department performed the monthly inspection at this location.

b. Dobbinsville Substation:

- I. The Electric Department performed the monthly inspection at this location.

5. Safety:

- I. Daily tailgate sections are performed each morning.

6. Training:

- I. Manager Blomquist finished the first Schweitzer relay program training course.

7. Electric Vehicle Program:

- I. There is nothing to update regarding this program.

8. Mutual Aid:

- I. The Electric Crew assisted the City of Dover with restoration efforts from Hurricane Isaias for 3 days.

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Water Department Commission Meeting Report

August 25, 2020

Prepared By: Jay Guyer on August 20, 2020

1. Developer Projects

A. Garrison Apartment Complex – 7th Street

1. WUM Guyer has had no communication from the Garrison Representatives in reference to completing the outstanding water punch list items. WUM Guyer is evaluating the option of completing the punch list items and deducting the costs from the escrow funds remaining. A letter will be drafted and sent via certified mail to the property owner outlining the outstanding items and the consequences if corrective action is not taken.

B. Del DOT – SR 9 / SR 273 Delaware Street Railroad Crossing Safety Improvements

1. Nothing to update on this project with Del DOT and Century Engineering.

C. Delaware Street Repaving – City Project

1. City contractor Cirillo Brothers continues to work on the curbs and sidewalks between 2nd and 4th Street then plans to start between 4th and 5th Street. Water Operators continue to work with the contractor to ensure valve boxes and curb boxes are adjusted or replaced as needed.

D. Sherriff's House Improvements – National Park Service

1. WUM Guyer approved the water service upgrade plans with comments and received an "Approval to Construct" from the Office of Drinking Water, Office of Engineering. Both documents were returned to the VHB Engineering. An on-site pre-construction meeting is being scheduled for the week of August 24th.

E. Carrie Downie Elementary School

1. Schlosser & Associates Mechanical Contractors completed water line installation, flushing, and bacteria testing on July 16th. The permanent tie-in to the 12" main was completed on July 30th. Final flushing, water meter installation, and bacteria sampling was completed the week of August 3rd. All water main work was inspected by MSC and found to be in compliance with MSC Technical Water Specifications. An "Approval to Operate" was granted by the Office of Drinking Water, Office of Engineering. A final inspection and punch list will be prepared and forwarded to the contractor. WUM Guyer will review the project and prepare an expense report for reimbursement for MSC inspection and testing.

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CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

Office: 302-323-2330 Utility Building: 302-323-2333 Fax: 302-323-2337

Water Department Commission Meeting Report

August 25, 2020

Prepared By: Jay Guyer on August 20, 2020

2. MSC Projects

A. 1201 Delaware Street Fire Hydrant Install – Carrie Downie School

1. WUM Guyer evaluated fire hydrant spacing in the area of the 1201 Delaware Street near Carrie Downie School and the intersection of RT 141 after the school decided not to replace their existing fire hydrant. Spacing exceeded 1,400 feet and per State and MSC standards, our spacing is 500 feet. WUM Guyer obtained the necessary permits and MSC Water Operators mobilized and installed a new fire hydrant at the western entrance to the school that is approximately 500 feet from the existing hydrant at the eastern entrance. The hydrant was installed without incident and the roadway was restored. Existing utility conflicts, size of the excavation, additional materials, and contracting out the paving increased the cost of installing this hydrant considerably. The budget for O & M Hydrants and Hydrant Valves is over budget for the year. WUM Guyer will adjust other line items in the Water operating budget for this overage in order for the Department not to exceed overall budget this year.

B. PFAS Sampling - Raw Water Supply Wells

1. PFAS Sampling was completed on MSC's 4 water supply wells to determine current contaminant levels in preparation for the Calgon Carbon Pilot Study. A review of the results indicated the levels of PFOS and PFOA in the wells is consistent with the 2019 sampling results.

C. PFAS Sampling - Vessel 2 Carbon Consumption

1. PFAS Sampling was completed on the carbon filtration system to determine the extent of carbon consumption in Vessel 2. A review of the results indicated that the carbon is starting to be consumed at the 62% level leaving 38% before breakthrough on Vessel 2 starts. The carbon in Vessel 2 was last exchanged on March 2019 and the quantity was increased from 20,000lbs to 40,000lbs. Reviewing previous carbon consumed data it is estimated the carbon in Vessel 2 has approximately 8 months before breakthrough occurs. The total carbon life expectancy is estimated to be 25 months.

3. Operations

A. Outages and Reporting

1. There was 1 planned and no unplanned water outages for the month of July 2020.

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B. Reporting

1. ATSDR PFAS Testing in New Castle County – WUM Guyer has signed up to attend an Online PFAS Exposure Assessment Information Session being hosted by the ATSDR on September 3rd at 7:30pm.
2. WUM Guyer followed up with the STRIDE Group and Calgon Carbon Corporation in reference to the GAC and IX Pilot Study to evaluate the performance of different treatment methods to remove PFAS compounds from drinking water. Calgon engineers are re-working the skid unit to add a 5th column and their legal department is working on the insurance and hold harmless documents for the pilot study. The revised date for delivery is now the beginning of September with the testing to being by the end of the September.
3. Penn Farm Observation Wells - WUM Guyer and WUS Jaeger have been providing access to the Penn Farm for DNREC, their engineers and Summit Well Drilling. The observation well was completed on July 31st. The first sampling was collected on August 17th. At the request of the Trustees, WUM Guyer and WUS Jaeger are coordinating for DNREC and their engineers for access another Trustees parcel at 0 Christiana Road between RT 13 and Churchmans Road for Surface Water and Soil sampling. DNREC will share all information related to PFAS testing results.
4. WUM Guyer and GM Patone are working on a process for providing bulk water sales to contractors and commercial haulers such as pool companies for use on construction projects and filling pools. WUM Guyer discussed this type of arrangement with DNREC, the ODW, and other utilities / Towns, all who have a process in place to provide bulk water sales.
5. WUM Guyer was contacted by a representative of US EPA Region 3 Training Division in reference to making a presentation at a Small Systems Training seminar in October. The presentation would be directly related to our real world experience of handling a contamination that is discovered in our water system and how we addressed it from first discovering it to remediation. WUM Guyer reviewed with Gm Patone and will make a presentation on how we handled the PFAS contamination in 2014.

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C. System Repairs and Maintenance

1. Riverbend Subdivision - Flushed on August 4th and 20th to maintain required Chlorine Residual and on July 1st as part of the bi-annual hydrant flushing program.
2. Monthly Meter Reading - Completed on August 12th. Water Operators followed up on water check reads and missed reads. Operators replaced 2 Stopped registers / ERTS.

D. Budgets and Grants

1. Water Infrastructure Advisory Council (WIAC) Grants – WUS Jaeger and FP Jones continue inputting key attribute data and photographs for horizontal assets (mains, valves, hydrants, fittings) in ArcPRO software. WUM Guyer is reviewing attributes and researching/field verifying ones in question for accuracy. WUM Guyer reached out to Bruce Jones of RK & K to schedule a meeting to update all team members on our progress and start the project moving forward again.
2. WUM Guyer reviewed the O & M Budget through the end of July and provided responses to CSM French for the several line items that are over budget and continues to report the overall Water Department operating budget will not exceed budget.

E. Equipment

1. New Truck 11, one of the 2019 Ford F-350 utility trucks is in the shop for and unknown interior odor. Ford took the truck in for evaluation and found water is leaking in around the dealer installed roof mounted strobe light. The truck is being shipped back to their up-fitter Dejana Trucks in Cinnaminson, NJ for evaluation and repair.

F. Personnel and Training

1. No personnel issues to report at this time.
2. WUM, WUS, and Water Operators have attended several training webinars in reference to water operations, treatment, and safety for continuing education hours to maintain their operator licenses.

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G. Safety

1. MSC Water Operators and Facility Person hold daily morning tailgate talks discussing jobs/tasks to be performed that day, potential issues or hazards to be considered, personal protective equipment to be utilized, and safety concerns.

3. Local, State, and Federal Agencies

A. WSCC - Water Supply Coordinating Council

1. The next WSCC meeting is scheduled for September 24th.
2. The Sub - Committee members from Northern New Castle County developing templates for the Self Sufficiency Report and Conservation Rates Effectiveness filings with the Council had a virtual meeting during the month of July. WUM Guyer was not able to attend due to planned vacation but is reviewing information as presented.

B. WRA – Water Resource Agency

1. WUM Guyer will send weekly pump data to Jerry Kauffman of University of Delaware Water Resource Agency (WRA) when requested.

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next DEWARN meeting has not been scheduled.

D. Water Operator Advisory Council Meeting

1. The next meeting is scheduled for September 3rd.

E. Delaware Public Service Commission – Miss Utility Damage Prevention Reporting

1. WUM Guyer has nothing to update on the PSC final draft of the proposed Utility Damage Reporting requirements.

F. Miss Utility of Delmarva Monthly Meeting

1. Miss Utility issued notice that all meeting are suspended until further notice.

End of Report

Attachments: July 2020 Water Works Report
July 2020 Water Outage Tracking Sheet